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US Army Corps of Engineers®

Welcome to

ACASS/CCASS Training

www.cpars.navy.mil

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Points of Contact

US Army Corps of Engineers®

- **ACASS/CCASS Program Manager**
  503-808-4590

- **ACASS/CCASS Project Manager**
  603-431-9460 x463 or DSN 684-1712 x463

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Welcoming Remarks

US Army Corps of Engineers®

- Breaks
- Facilities

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Agenda

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- Policy
- ACASS/CCASS Modernization
- Evaluation Types
- Focal Point Responsibilities
- Workflow: Contract Registration
- Ratings and Narratives
- Workflow: Evaluation Initiation - Closure

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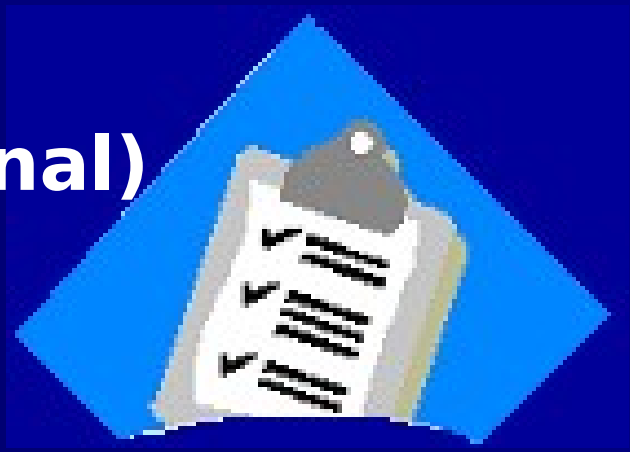
Agenda

US Army Corps of Engineers®

- Reports, Helpful Hints & Strategies
- Configuration Management Board
- Past Performance Information Retrieval System
- Focal Point Session (Optional)



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Why Evaluate Contractor Performance?

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Office of Federal Procurement Policy and Federal Acquisition Regulations Require:

Collection and Maintenance of Past Performance Information (PPI) for Use in the Award Decisions for Competitive Acquisitions

DoD Reemphasized Importance of Collection and Use of PPI in 1998

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Federal Acquisition Regulation (FAR) Requirements

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Collection of Contractor Past Performance Information

FAR 36.201: Contracting Activities Shall Evaluate Contractor Performance & Prepare Performance Reports for Construction Contracts

FAR 36.604: Contracting Activities Shall Evaluate Contractor Performance & Prepare Performance Reports for Architect-Engineer Contracts

Source Selections and Offeror Past Performance Information

FAR 15.304: Past Performance Shall be Evaluated in All Source Selections for Negotiated Competitive Acquisitions (Includes Construction)

FAR 36.602: Agency Must Consider Offeror Past Performance in Selection of Firms for Architect-Engineer Contracts

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ACASS/CCASS Background

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- **DFARS 236.201(c) and 236.604(c) Mandate Use of ACASS and CCASS Across DoD**
  - Specifies US Army Corps of Engineers is DoD Executive Agent
- **Used by Non-DoD Agencies (Retrieval)**
- **Developed by USACE Portland District**
  - ACASS in 1975; CCASS in 1986
- **ACASS Includes**
  - A-E Performance Evaluations
  - A-E Qualifications SF330 Part II
  - DoD A-E Contract Award Information
- **CCASS Includes**
  - Construction Performance Evaluations
  - DoD Construction Contract Award Information

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Modernization Objectives

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- Operate in Total Web-Based Environment
- Interface with Integrated Acquisition Environment/Business Partner Network
  - Past Performance Information Retrieval System (PPIRS)
  - Central Contractor Registration (CCR)
  - Online Representations and Certifications Application (ORCA)
  - Contract Action Reporting System (DD350s)
- Interface With USACE's Resident Management System (RMS)
- Use DUNS Vice ACASS Number
- Automate Submission of A-E Qualifications (SF330 Part II) Through ORCA

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Modernization Objectives (cont.)

US Army Corps of Engineers®

- Accommodate Current and Future Editions of Evaluation Forms
- Automate Preparation, Routing and Approval
- Notify Contractors When Evaluations are Ready for Review
- Receive/Include Contractor Comments
- Notify Contractors of Completed Evaluations
- Send Completed Evaluations to PPIRS

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Modernization Objectives (cont.)

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- **Reduce Cost and Improve Efficiency Through Inter-Agency Cooperation**
  - **USACE /Navy Memorandum of Agreement (MOA) for Navy to Develop/Host the Modernized Systems**
    - **Utilizes CPARS Functionality**
  - **USACE Remains Executive Agent for ACASS and CCASS**
  - **USACE Portland District's Contractor Appraisal Information Center (CAIC) to Continue to Provide ACASS and CCASS Guidance and Customer Support**
  - **ort**

End Result: ACASS & CCASS are now modules of DoD's Contractor Performance Assessment Reporting System (CPARS)

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Modernization Objectives (cont.)

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Contractor Performance Assessment Reporting System (CPARS)

DoD Core Solution for Reporting of Contractor Performance Information

CPARS Module: Systems, Services, IT, Operations Support

ACASS Module: Architect-Engineer

CCASS Module: Construction

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Past Performance Process Overview

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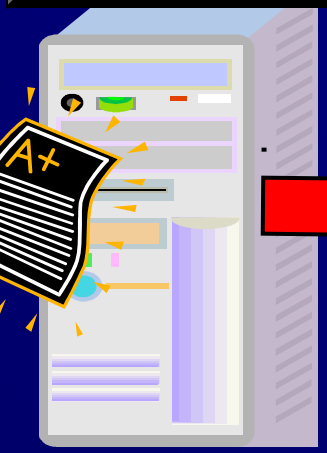
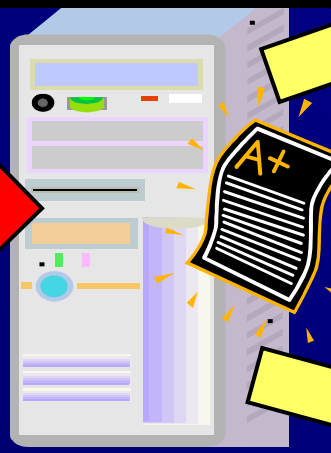
Gov't Project Team/
Rating/Evaluating Official

ACASS/
CCASS



PPIRS



Gov't Source
Selection Officials

Contractor Representative
(Review ALL Evaluations)

Contractor Senior
Management

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ACASS/CCASS Primary Objectives

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- Support Best Value Source Selection Decisions – Awards for Proven Performers (FAR 15 & 36)
- Provide Up-To-Date Documentation of Contractor's Ability to Meet Requirements (FAR 36)
- Motivate Improved Performance
- Facilitate Government - Contractor Communication
- May Be Considered During Responsibility Determinations (Construction)

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ACASS/CCASS Evaluations

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Treated as Source Selection Information IAW FAR 3.104

- Pre-Decisional in Nature
- Protected Throughout Life Cycle
- Accessible By:
  - Government Personnel with Need to Know
  - Contractor who is Subject of Evaluation
  - Foreign Nationals with Restrictions
- Retained for 6 Years After Evaluation Closed

Past Performance Info & Communication

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Is Past Performance Reporting an Effective Tool for Improving Government-Contractor Communication?

YES!

Government

90%

Contractor

98%

www.cpars.navy.mil

Reporting Thresholds

Architect-Engineer

- ☑ > $25,000
- ☑ All Terminations

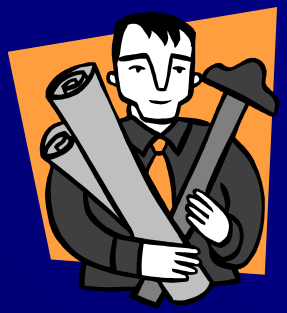
Construction

- ☑ ≥ $500,000
  - USACE ≥ $100,000
- ☑ Terminated for Default >$10,000

Gov't may choose to write an evaluation on contracts below the dollar thresholds

Architect-Engineer Contracts

- Architect-Engineer Nature as Defined by State Law (if applicable)
- Must be Performed by Person Licensed, Registered, Certified
- Examples:
  - Research
  - Planning
  - Development
  - Design
  - Repair of Real Property
  - Incidental Services (e.g., studies, investigations, surveys, mapping)



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Construction Contracts

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- **Construction/Alteration/Repair**
  - Buildings
  - Structures
  - Other Real Property

- **Includes:**
  - Bridges/Dams
  - Highways/Parkways/Streets
  - Sewers/Mains/Power Lines
  - Levees/Canals/Channels
  - Others

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Important!

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- **Evaluate Prime Contractor Performance ONLY**
  - **Do Not Evaluate Subcontractor Performance**
  - **Privity of Contract Between Prime-Sub**
- **Acknowledge Subcontractor Effort**
  - **Significant Amount of Work**
  - **Impacts Prime's Ability to Perform**
  - **Address in Remarks**
  - **Include Sub's Name and DUNS**

ACASS/CCASS Evaluations

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Interim

Final

Amended Final

CCASS Only

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Interim Evaluation

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- **ACASS**
  - Overall Performance is Unsatisfactory
  - As Applicable
  - Note: Replaces Prior Interim, if Applicable
  - For Corps of Engineers
    - Cumulative, Interim Evaluations Required Annually if Performance Period Exceeds 18 Months (EFARS 36.604 (S-102))
    - Interim Evaluation Required if a Project is Deferred More Than 3 Months if a Substantial Portion of the Work Has Been Completed (EP 715-1-7)

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Interim Evaluation

US Army Corps of Engineers®

- **CCASS**
  - Overall Performance is Unsatisfactory
  - As Applicable

  Note: Replaces Prior Interim, if Applicable

Interim Evaluation (cont.)

Unsatisfactory Interim Evaluation?

- Assessing Official (e.g., Evaluator/Rating Official) Must Note in Remarks of **Final** or **Amended Final** Evaluation:
  - Circumstances Surrounding Unsatisfactory Performance
  - Contractor's Corrective Actions

This is CRITICAL to ensure that a thorough history of contractor past performance is captured and maintained!

Final Evaluation

- **ACASS**
  - Final Acceptance of A-E Work
  - Completion of Construction Project
  - Contract Termination

  Note: Replaces Prior Interim or Final Evaluation

- **CCASS**
  - Substantial Completion of Construction Project
  - Contract Termination

  Note: Replaces Prior Interim Evaluation

Amended Final Evaluation

- **ACASS**
  - If “Amended” is Required, Simply Complete Another Final Evaluation
- **CCASS**
  - Change to a Completed Final Evaluation
  - Changes Rating Level (Overall or One Element)
  - Replaces Prior Final Evaluation

Replacement Example For ACASS

- **Evaluation Type is "Design"**
  - Interim(1) → Interim(2) → Final*
- **Evaluation Type is "Construction"**
  - Interim(1) → Interim(2) → Final*

*The result is that **TWO** Final evaluations exist in ACASS and PPIRS. One for the Design evaluation and the other for the Construction evaluation.

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ACASS/CCASS Evaluations

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All Evaluations Should Be Completed Within 120 Days*

*** Clock starts from the date the evaluation is started for Interim and Amended evaluations. For Final evaluations clock starts from contract completion date (or revised completion date).**

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Preparing Evaluations

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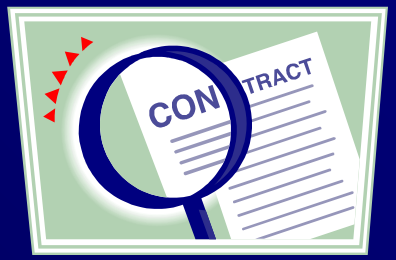
- Indefinite-Delivery-Indefinite-Quantity (IDIQ)
- Basic Ordering Agreements (BOAs)
- Blanket Purchase Agreements (BPAs)



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Preparing Evaluations (cont.)

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For IDIQs, BOAs, and BPAs

- **Individual Orders**
  - **USACE Requirement**

Note: Be sure to review local policy guidance.

- **Group Orders for Similar Products or Services**
- **Consolidate by Contract**
- **Coordinate if Multiple Activity / Agency Use Contract**
  - **Requiring Activity Must Complete Evaluation or Provide Input**

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Important!

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- **ACASS/CCASS is for Unclassified Use Only**
- **Construction Evaluations**
  - **One Copy Included in Contract File (FAR 36.201(c))**
- **A-E Evaluations**
  - **One Copy Included in Contract File (FAR 36.604(c))**

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Accessing ACASS/CCASS

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- Go to http://www.cpars.navy.mil

- Click on “ACASS” or “CCASS”
  - Log Onto Production Application
  - Log Onto Practice System
  - Reference Material
    - Policy Guide (coming soon)
    - User Manual
  - Training Information
  - Frequently Asked Questions

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Focal Point

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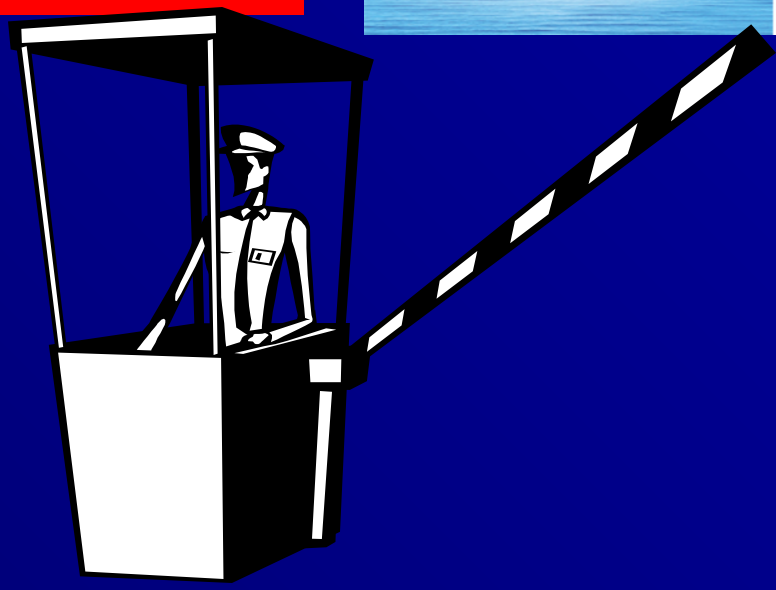

- **Assign User Access**
  - **Workflow Roles (e.g. Evaluator, Rating Official)**
- **May Determine Contracts Requiring Evaluations**
- **May Educate and Assist the Players**
- **May Provide Guidance to Contractors**

Government Only!

Focal Point

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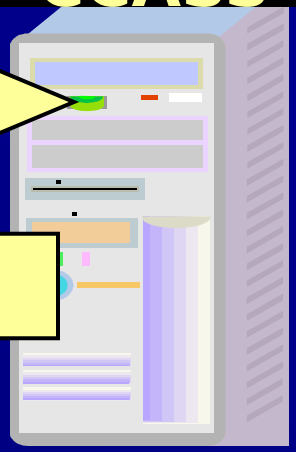
ACASS/
CCASS

Contract #/User/Access Level
Status Report Request

User ID/Temp Password
Evaluation Status



Focal Point

User Account Info
Process Monitoring
Policy Guidance
Training

Government Personnel

Contractor Representative

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Focal Point

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Roles

Required:

- Focal Point (FP)
- Assessing Official (AO)
  - This is the Evaluator for Construction Evaluations or Rating Official for A-E Evaluations
- Contractor Representative (CR)
- Reviewing Official (RO)

Optional:

- Contract Data Entry (CDE)
- Assessing Official Representative (AOR)

Focal Point

Assign Players

Contract Number	Role	Player
DACA0302C7000	Contract Data Entry	Jeff Odendron
	Assessing Official Rep	Steve Jones
	Assessing Official	Mary Givens
	Contractor Rep	Mark Smith
	Reviewing Official	Maria Lopez
DACA0302D8000 Order: 0001	Assessing Official Rep	Steve Warner
	Assessing Official Rep	Eldon Roofer
	Assessing Official	Mary Givens
	Contractor Rep	Kelly Warner
	Reviewing Official	Maria Lopez
DACA0302C9000	Assessing Official	Mary Givens
	Contractor Rep	Doreen Bunny
	Reviewing Official	Maria Lopez

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ACASS/CCASS Workflow

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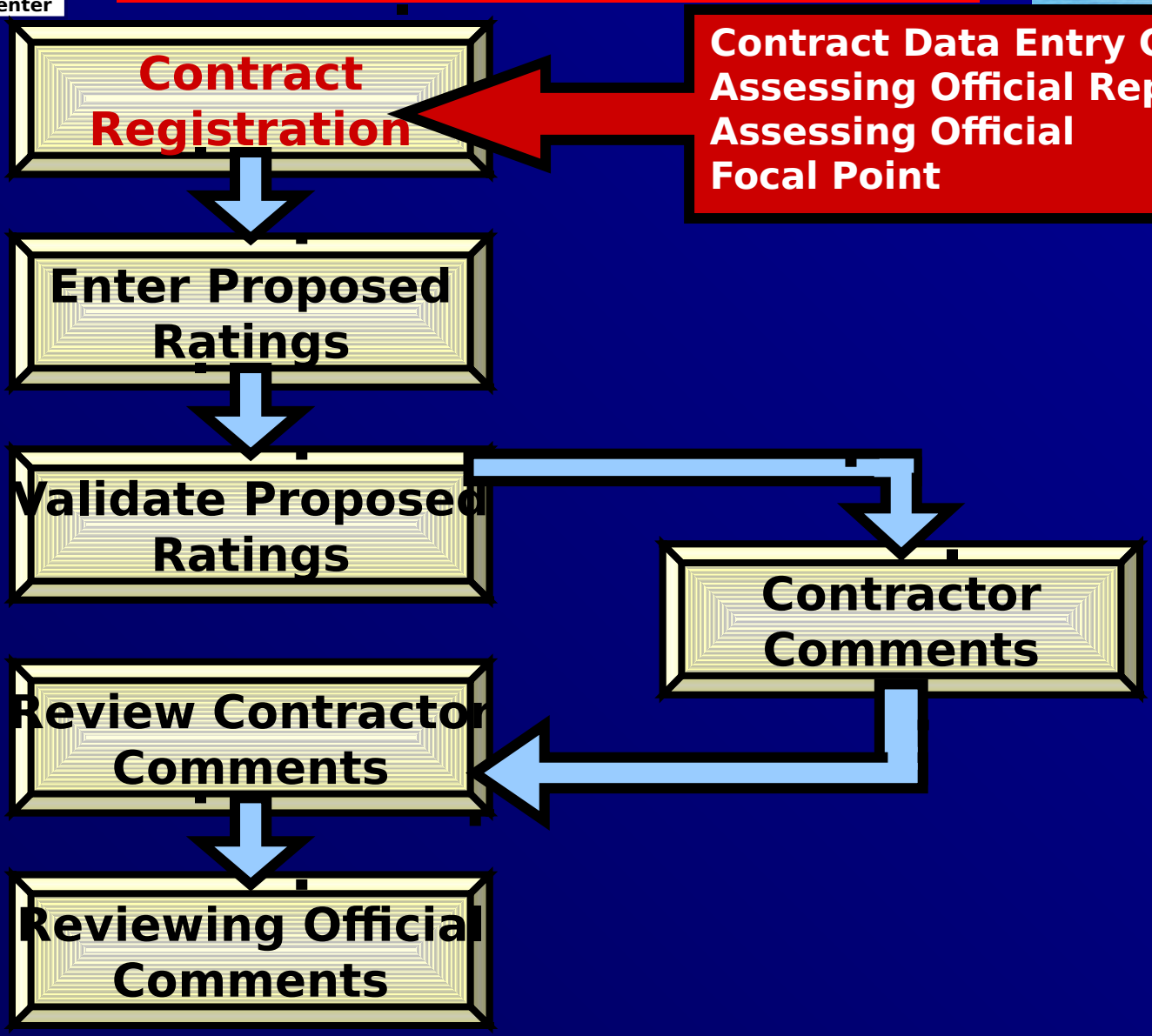

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Contract Registration Requirements

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- ☑ Register Within **30** Days of Contract Award
- ☑ Register **ONCE** per Contract
- ☑ Enter Basic Contract Informati
- ☑ Must Complete Mandatory Fie

Note: Be sure to review local policy guidance regarding assignment of the Contract Registratio n function.

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Contract Registration

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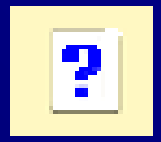
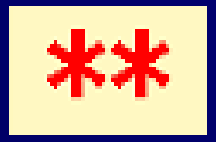
Login to ACASS | Login to CCASS

ICONS

Mandatory Entry



Help Button



ACASS Only: Mandatory for Design & Engineering Services Evals

Calendar Button

Lookup Button

Navigation Tab Buttons

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ACASS/CCASS Workflow

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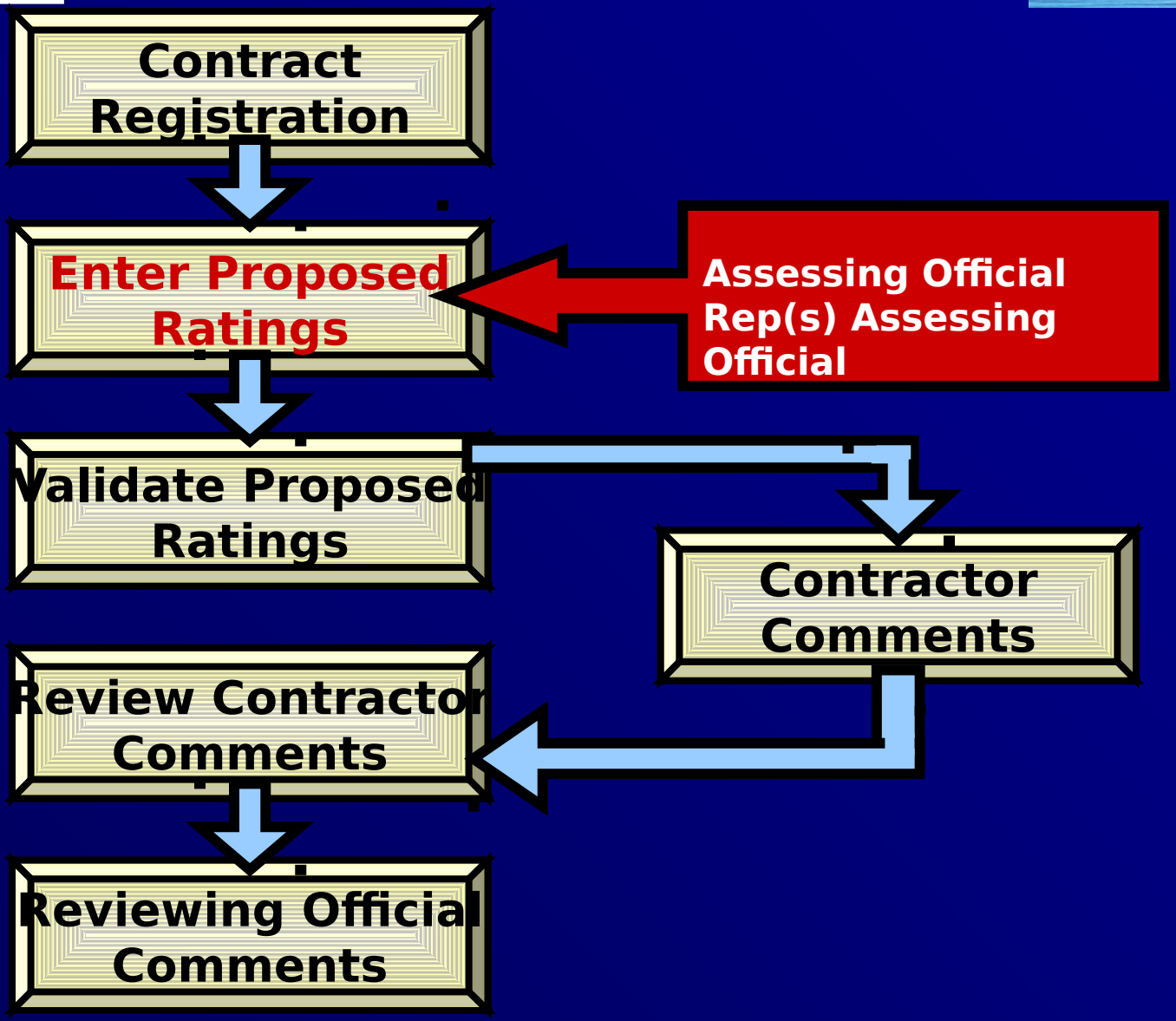

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Enter Proposed Ratings

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Assessing Official Rep Examples

- Technical Experts
- Contract Specialists
- Contracting Officer
- Contracting Officer's Representative (COR)
- Area or Resident Engineer for Construction Evaluations (for USACE)
- Task / Order Monitor

Government Only!

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Enter Proposed Ratings

US Army Corps of Engineers®

Assessing Official Examples

"Ordinarily, the person responsible for monitoring contract performance."

Note: Be sure to review local policy guidance regarding assignment of the Assessing Official function.

- Performance Evaluator
- Quality Assurance Evaluato
- Requirements Indicator
- Contracting Officer's Representative
  - Always COR for Design Evaluations (for USACE)
- Technical Team Requirements Personnel
- Product / Service End User
- Area or Resident Engineer for Construction Evaluations (for USACE)
- Contracting Officer

Government Only!

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Enter Proposed Ratings

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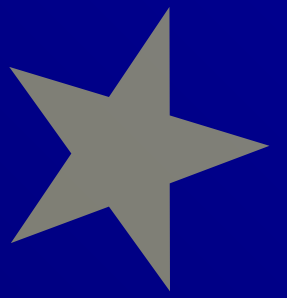
Requirements

- **Complete the Project/Work Description Block**
  - **CRITICAL to Future Source Selection Authorities (Relevance)**
  - **Note Scope Changes Since Prior Evaluation**



- **Enter Proposed Ratings & Supporting Narratives**
  - **16,000 Character Limit**

Sample Project/Work Description

Remove existing roofing and replace with asphalt shingle on 176 single family, two-story housing units with attached single-car garages, at Renton Army Base, Hawaii. The housing units are located within a 10 square mile radius on the base.

Contains:

- **Detail of Scope/Size of Project**
- **Location of Work**

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Ratings & Narratives

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Ratings and Narratives are the most important part of the Evaluation!

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ACASS Evaluation Areas

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- **Quality of A-E Services by Discipline**
  - Architectural
  - Structural
  - Civil
  - Mechanical
  - Electrical

Assess For:
Design Services
OR Construction

- **Design Phase or Engineering Services**
  - Attributes Include: Cost Limitations, Suitability of Design, Management & Adherence to Schedules, Plans Clear & Detailed
- **Construction Phase**
  - Attributes Include: Plans Clear & Detailed, Plans/Specs Accurate, Design Constructability

CCASS Evaluation Areas

- Quality Control
- Effectiveness of Management
- Timely Performance
- Compliance with Labor Standards
- Compliance with Safety Standards

Ratings & Narratives

Rating Definitions

Rating	Contract Requirement	Problems	Corrective Actions
y	Meet Most	Recovery Not Likely	Ineffective

Ratings & Narratives

Rating Definitions

Rating	Contract Requirement	Problems	Corrective Actions
Very Good or Above Average	Exceeds Some	Some Minor	Effective
y	Meet Most	Recovery Not Likely	Ineffective

Ratings & Narratives

Rating Definitions

Rating	Contract Requirement	Problems	Corrective Actions
Outstanding	Many	Few Minor	Effective
Very Good or Above Average	Exceeds Some	Some Minor	Effective
y	Meet Most	Recovery Not Likely	Ineffective

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Ratings & Narratives

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Rating Definitions

Rating	Contract Requirements	Problems	Corrective Actions
Exceptional or Outstanding	Exceeds Many	Few Minor	Highly Effective
Very Good or Above Average	Exceeds Some	Some Minor	Effective
y	Meet Most	Recovery Not Likely	Ineffective

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Ratings & Narratives

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Rating Definitions

Rating	Contract Requirements	Problems	Corrective Actions
Exceptional or Outstanding	Exceeds Many	Few Minor	Highly Effective
Very Good or Above Average	Exceeds Some	Some Minor	Effective
Satisfactory	Meets All	Some Minor	Satisfactory
Marginal	Does Not Meet Some	Serious: Recovery Still	Marginally Effective; Not Fully
y	Meet Most	Recovery Not Likely	Ineffective

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Ratings & Narratives

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Ratings & Narratives

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Narrative Guidelines

- Address Contractor Performance
- Collect Input From Entire Program / Project Team
- Provide Reader a Complete Understanding of the Contra[illegible] Performance

Must Be:
-Accurate
-Fair
-Comprehensive

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Ratings & Narratives

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- **Narrative Required at Assessing Official, Contractor Representative, and Reviewing Official Levels**
- **Address Benefit / Impact to Government**
- **Recognize**
  - **Risk Inherent in Effort**
  - **Government's Role in Contractor's Inability to Meet Requirements**
- **Indicate Major / Minor Strengths / Weaknesses**

Ratings & Narratives

- **Consistent with**
  - **Program Metrics**
  - **Ratings**
  - **Contract Objectives**

Schedule
Budget
Status Reports
Inspections

- **Document Problems & Solutions**
- **Contain Non-Personal & Objective Statements**

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Sample Evaluation Narrative

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Overall Rating: Above Average. The Contractor successfully completed the roof replacement project with little to no problems. They go out of their way to make an outstanding overall finished product. Their superintendents are knowledgeable and able to adapt to our unique security requirements. They are cooperative with civil engineering inspectors and housing residents resulting in little disruption to the housing areas. Site clean-up was done on a daily basis, thereby eliminating any safety concerns for the residents. Shingle packaging was immediately disposed of in closed dumpsters thereby eliminating foreign object debris at the active runway. The Contractor was allowed 225 days to complete this project, however, it was completed in 200 days. The site supervisor coordinated replacement of 10 vacant units so that they were completed while vacant and ready for

Sample Evaluation Narrative

- **Pros:**
  - Rating Consistent with Narrative
  - Supporting Metrics
  - Addresses Myriad of Contract Requirements

- **Cons:**
  - Lacks Benefit to Government
  - Does Not Describe Complexity of Effort
  - Does Not Describe Security Requirements/What was Done to Meet Them

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Sample Narrative

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Statements to Avoid

- Outside Contract Scope
- In Our Opinion
- It Appeared
- We Believe
- We Hope
- We Were Not Happy
- We Did Not Like
- We Think

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Narrative Hints

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- **Communication**
  - Throughout the Performance Period
  - With Contractor and Within Government
- **Documentation**
  - Record Significant Metrics / Events Throughout the Performance Period
  - "The Evaluation Should Write Itself"
- **Create a Working Evaluation**
  - Draft On-Line
  - Draft Off-Line Document
    - Use Copy and Paste

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Ratings & Narratives

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Bottom Line:

Accurate and Complete Evaluations Help Ensure Better Quality Products & Services!

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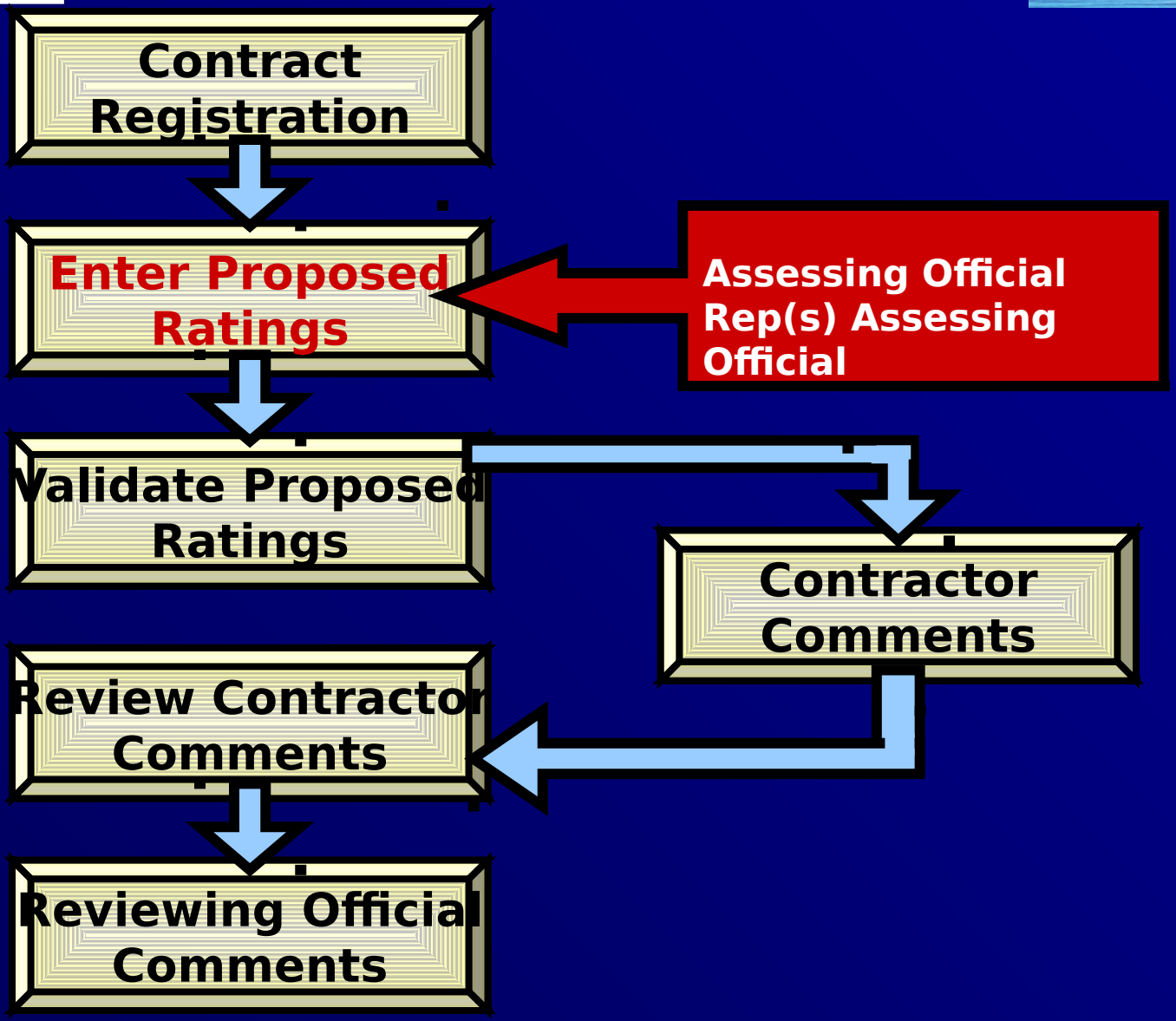
ACASS/CCASS Workflow

US Army Corps of Engineers®



NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

Enter Proposed Ratings

US Army Corps of Engineers®

Workflow Note

For USACE personnel, construction evaluations (DD2626) will be started in the Resident Management System (RMS) and then transferred to CCASS and completed through the CCASS automated workflow.

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Naval Sea Logistics Center

Enter Proposed Ratings Requirements

US Army Corps of Engineers®

- ☑ **Review Admin Info**
  - Enter Type of Evaluation
  - Update as Applicable
- ☑ **Input Ratings & Narratives**
  - 16,000 Character Limit (approximately 3 pages)
- ☑ **Save and Pass to Another Assessing Official Representative (if applicable)**
- ☑ **Send to Assessing Official**

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Naval Sea Logistics Center

Enter Proposed Ratings

US Army Corps of Engineers®

Login to ACASS | Login to CCASS

ICONS

* Mandatory Entry

? Help Button

** ACASS Only: Mandatory for Design & Engineering Services Evals

Calendar Button

Lookup Button

Navigation Tab Buttons

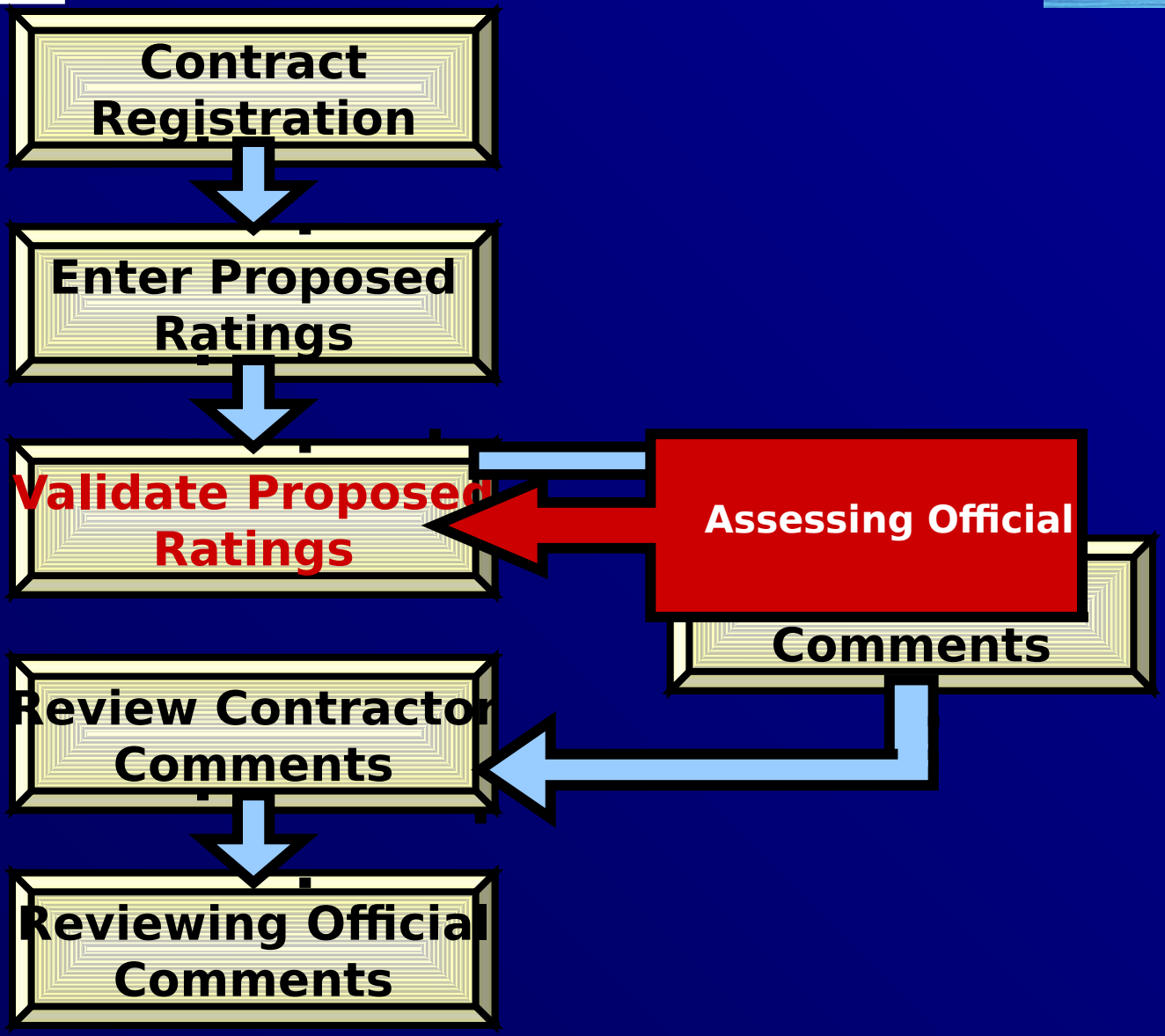
15. Quality | 16. Management | 17. Timely Performance | 18. Labor Stds | 19. Safety Stds

Indicates Item has been Rated

NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

ACASS/CCASS Workflow

US Army Corps of Engineers®



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Naval Sea Logistics Center

Validate Proposed Ratings

US Army Corps of Engineers®

Requirements

- ☑ Review Admin Information
- ☑ Validate Ratings & Narratives
  - Modify Ratings & Narratives (if necessary)
  - Return to AOR for Corrections
  - 16,000 Character Limit (approximately 3 pages)
- ☑ Name, Title, Organization, and Phone Number
- ☑ Send to Contractor Re

Perform Quality Review Prior to Sending

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Naval Sea Logistics Center

Validate Proposed Ratings

US Army Corps of Engineers®

Login to ACASS | Login to CCASS

ICONS

* Mandatory Entry

? Help Button

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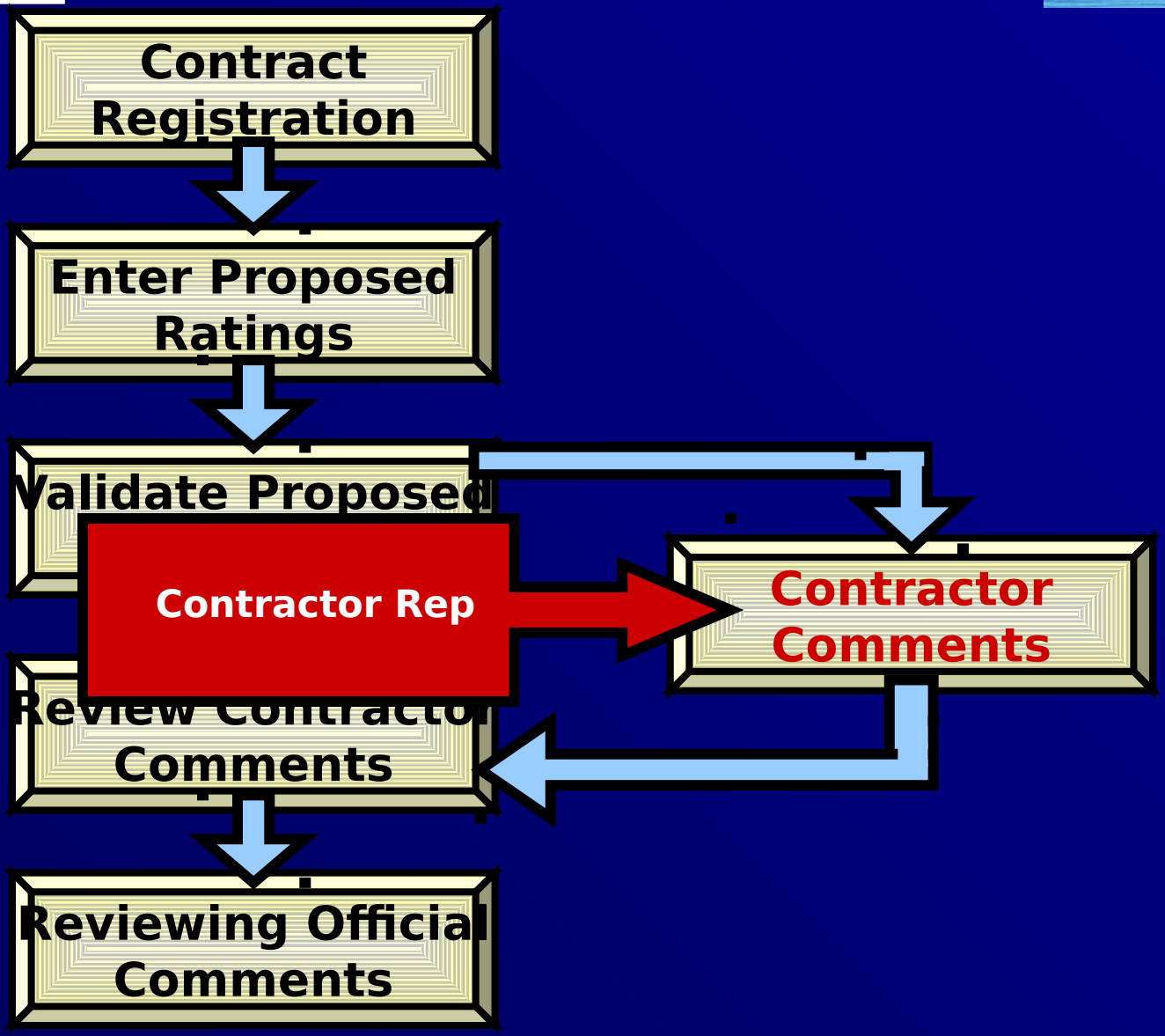
Naval Sea Logistics Center

ACASS/CCASS Workflow

US Army Corps of Engineers®



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Contractor Comments Requirements

US Army Corps of Engineers®

- ☑ 30 Calendar Days to Respond
  - System Generated Weekly Email Notifications
- ☑ 7 Business Days to Request Meeting to Discuss Evaluation
- ☑ Review Admin Info, Ratings, and Narratives
- ☑ Provide Clear and Concise Responses in Remarks
  - 16,000 Character Limit (approximately 3 pages)
- ☑ Indicate Concurrence / Non-Concurrence, Name & Title
- ☑ Send to Assessing Official

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Naval Sea Logistics Center

Contractor Comments

US Army Corps of Engineers®

Contractor Guidance

- **Protect the Evaluation**
  - Handle as “Source Selection Information”
- **Prohibited Use**
  - Advertising
  - Promotional Material
  - Pre-Award Surveys
  - Production Readiness Reviews
- **Advise Contractor to**
  - Acknowledge Receipt
  - Comment
  - Respond Within 30 Days

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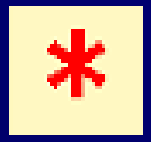
Contractor Comments

US Army Corps of Engineers®

Login to ACASS | Login to CCASS

ICONS



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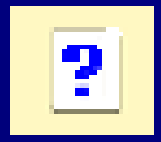

Help Button

Navigation Tab Buttons

Indicates Item has been Rated

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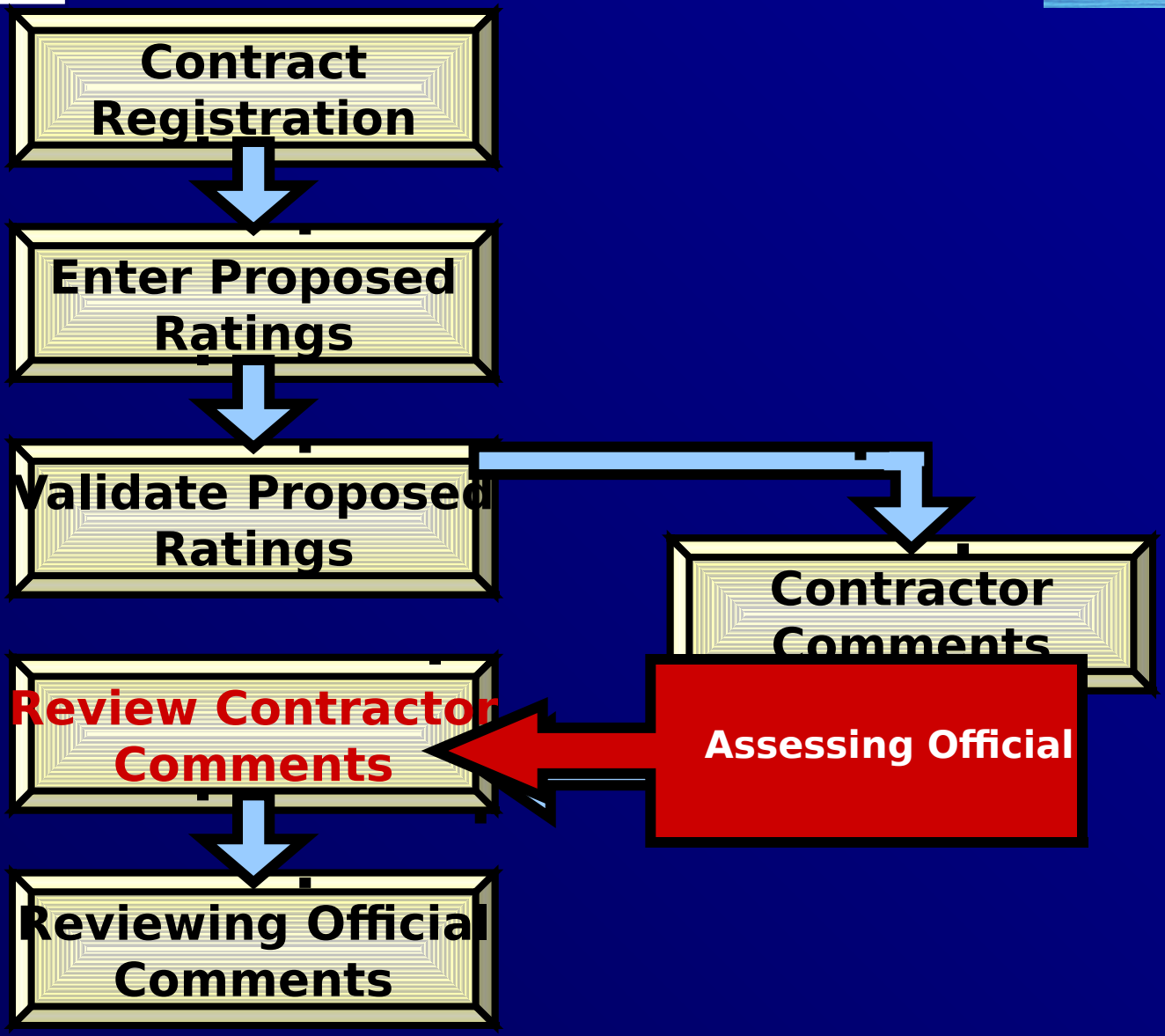
Naval Sea Logistics Center

ACASS/CCASS Workflow

US Army Corps of Engineers®



Review Contractor Comments

Requirements

- ☑ Review Contractor Comments
- ☑ Accept & Send to Reviewing Official
- ☑ Modify Evaluation

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Review Contractor Comments

US Army Corps of Engineers®

Workflow Note

If the Contractor fails to respond to the evaluation within 30 days, the Assessing Official has the option to pull back the evaluation and continue the process by sending it to the Reviewing Official.

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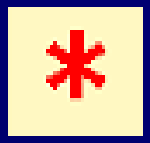
Review Contractor Comments

US Army Corps of Engineers®

Login to ACASS | Login to CCASS

ICONS



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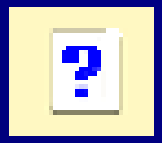

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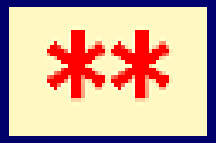

ACASS Only: Mandatory for Design & Engineering Services Evals

Calendar Button

Lookup Button

Navigation Tab Buttons

Indicates Item has been Rated

ACASS/CCASS Workflow

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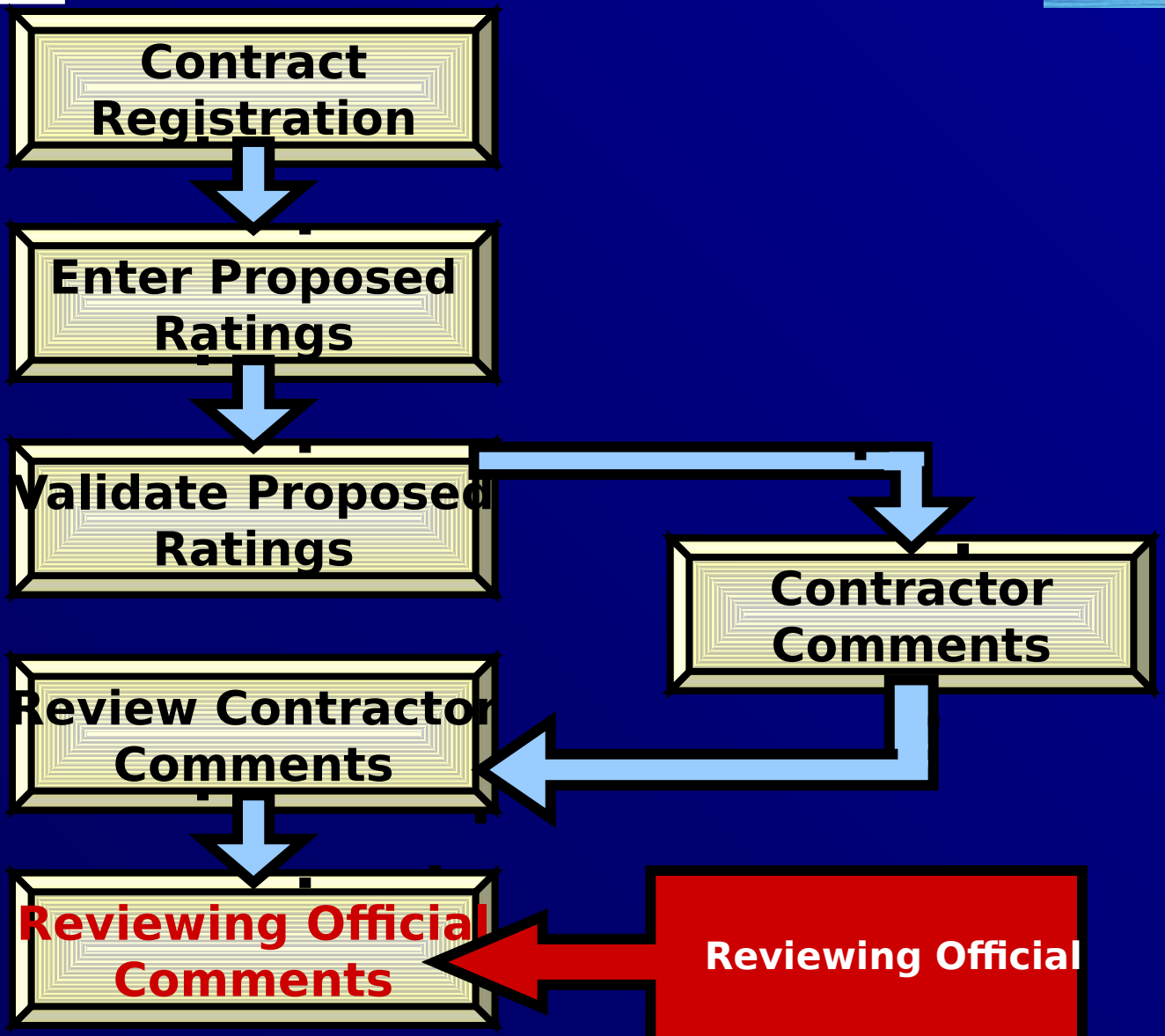
US Army Corps of Engineers®



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Reviewing Official Comments

US Army Corps of Engineers®

Requirements

Government Only!

- ☑ Review Evaluation
- ☑ Input Comments in Remarks
  - Acknowledge Discrepancies Between Government Ratings / Narratives and Contractor Comments
  - 16,000 Character Limit (approximately 3 pages)
- ☑ Name, Title, Organization, and Phone Number
- ☑ Close Evaluation

Note: Be sure to review local policy guidance regarding assignment of the Reviewing Official function.

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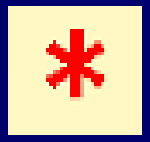
Reviewing Official Comments

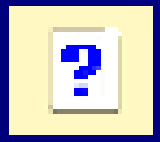
US Army Corps of Engineers®

Login to ACASS | Login to CCASS

ICONS



Mandatory Entry



Help Button

Navigation Tab Buttons

Indicates Item has been Rated

ACASS/CCASS Workflow

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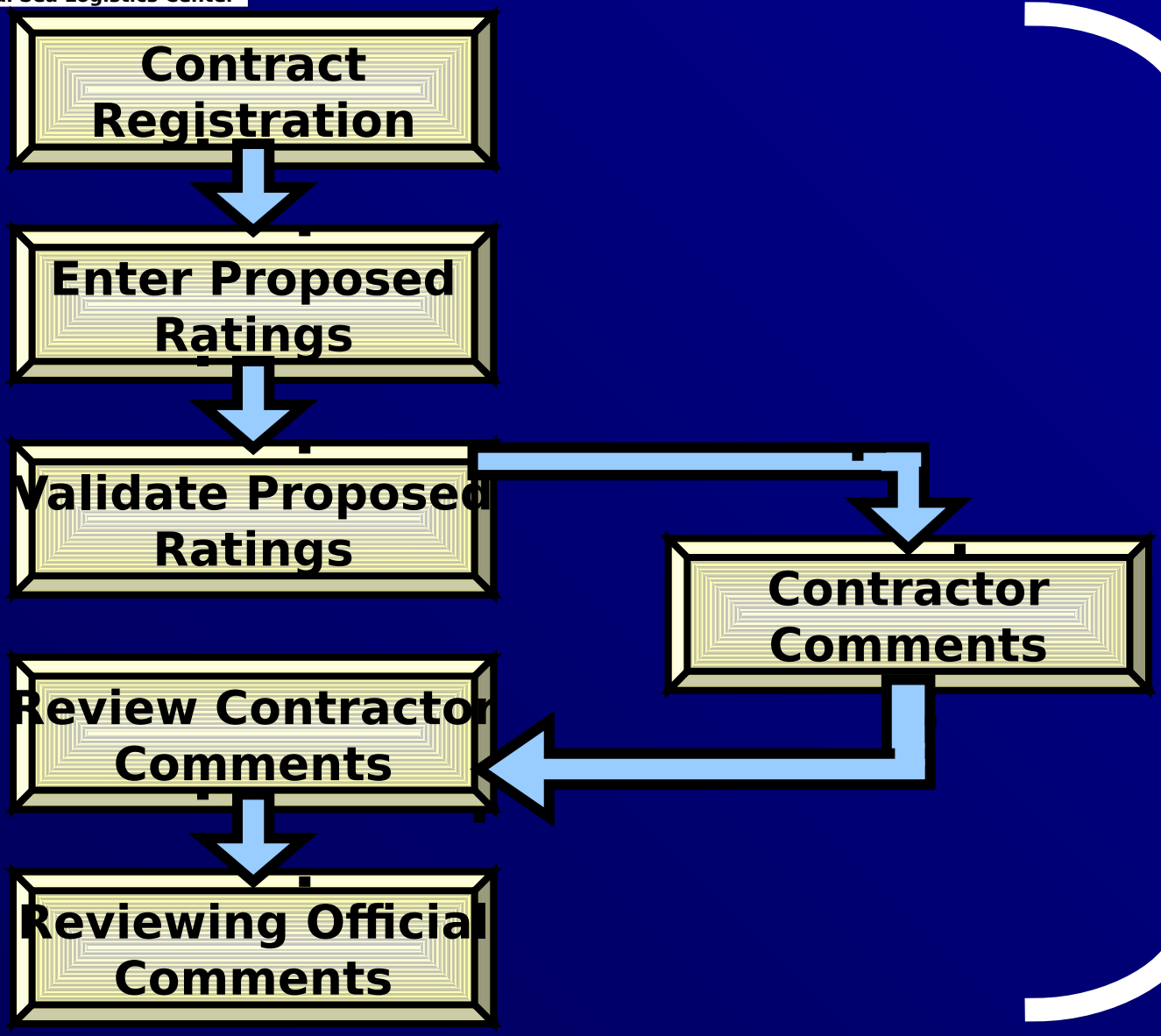
US Army Corps of Engineers®

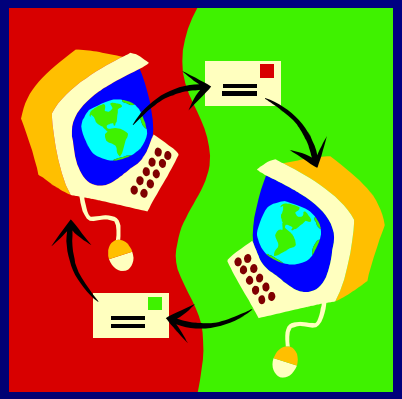


Evaluation Complete & Sent to PPIRS

Automatic Email Notices

- Each Step of ACASS/CCASS Workflow

- System Reminders
  - Final Evaluation Due (Assessing Official, Focal Point)
  - Evaluation Overdue (Assessing Official, Focal Point)
  - Contractor Comments Due (Assessing Official, Contractor)
  - Contractor Comments Overdue (Assessing Official)
  - Contractor Review Period Expired (Assessing Official)
  - Evaluation Complete (Contractor Rep)



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Additional Access Levels

US Army Corps of Engineers®

- **Defense Contractor Corporate Senior Management Representative -**
  CEO, President, CFO
- **Command Point of Contact -**
  Configuration Management Board Member
- **Senior Command Official -**
  Higher Level for Monitoring
- **Business Analysis Reports -**
  Acquisition Personn

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Configuration Management Board (CMB)

US Army Corps of Engineers®

Purpose: Control System Configuration & Policy

- Charter Signed by Air Force and Navy
- Members: Navy, Air Force, Marine Corps, DLA, USACE, Army (coming soon)
- Minutes Posted to Website
- Meets 3x Per Year

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Reports

US Army Corps of Engineers®

- **Keep Qualifiers / Parameters Simple**
- **Use Reports to Monitor Process**
  - **Evaluation Status**
  - **Contract Status**
- **Business Analysis Reports**
  - **Consolidated Report**
    - **Completed Evals, SF330 II (ACASS), Contract Awards**
  - **Qualified Firm Search (ACASS)**

Login to ACASS | Login to CCASS

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User Profile Menu

US Army Corps of Engineers®

Login to ACASS | Login to CCASS

- **Change User Information**
  - Update User Profile/Email

Critical to Automated Workflow

- **Change User Preferences**
  - Select or De-Select Optional Email Notifications

- **Change Login Password**
  - Forgot Password Feature
  - Reset by Focal Point or Help Desks
  - Must be Modified Every 90 Days

May require keyword

System Time-Out

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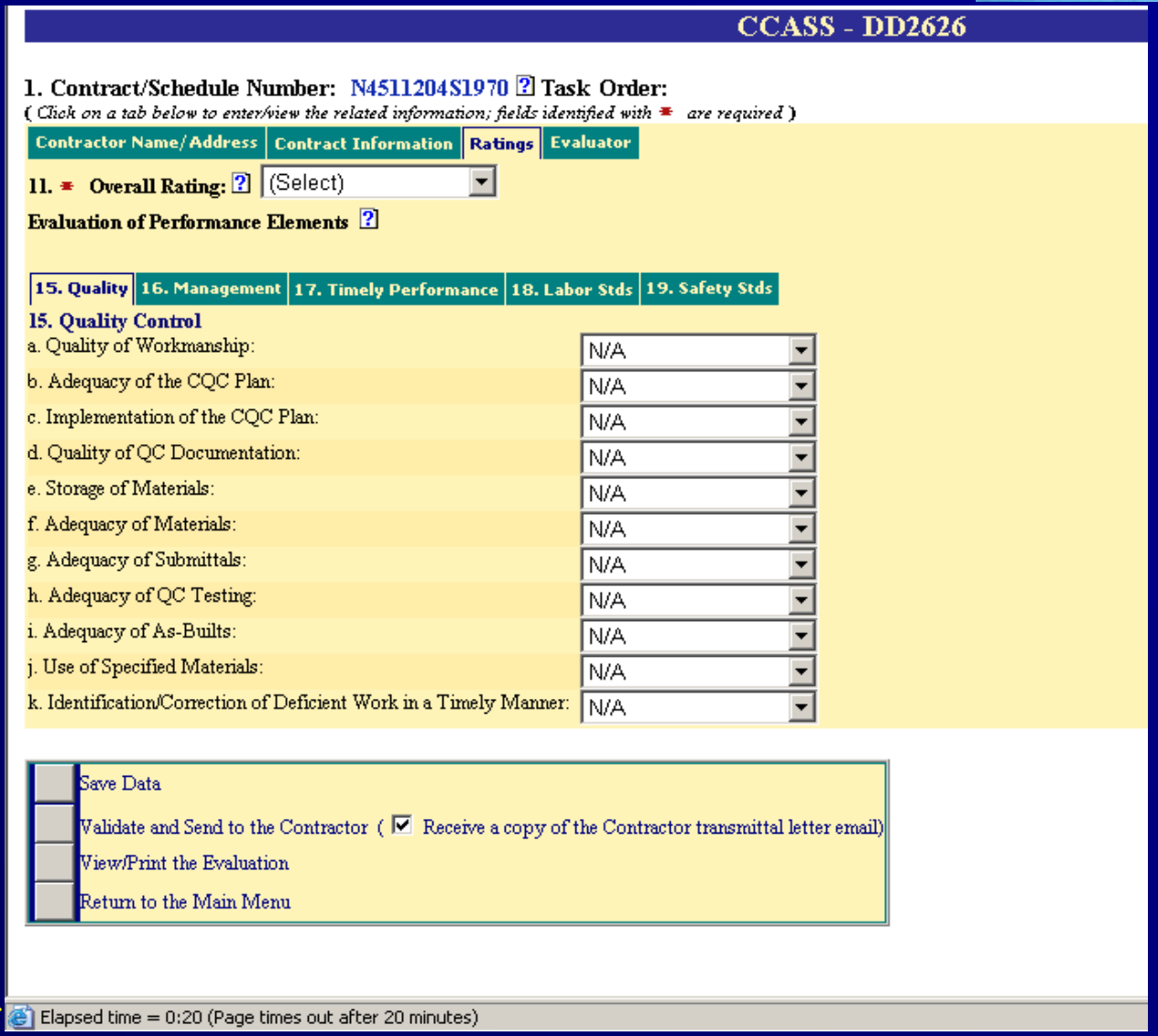
Naval Sea Logistics Center

US Army Corps of Engineers®

System Time-Out & Auto Save After 20 Minutes of Inactivity


CCASS - DD2626
1. Contract/Schedule Number: N4511204S1970 Task Order:
(Click on a tab below to enter/view the related information; fields identified with * are required)
Contractor Name/Address
Contract Information
Ratings
Evaluator
11. * Overall Rating: (Select)
Evaluation of Performance Elements
15. Quality
16. Management
17. Timely Performance
18. Labor Stds
19. Safety Stds
15. Quality Control
a. Quality of Workmanship: N/A
b. Adequacy of the CQC Plan: N/A
c. Implementation of the CQC Plan: N/A
d. Quality of QC Documentation: N/A
e. Storage of Materials: N/A
f. Adequacy of Materials: N/A
g. Adequacy of Submittals: N/A
h. Adequacy of QC Testing: N/A
i. Adequacy of As-Builts: N/A
j. Use of Specified Materials: N/A
k. Identification/Correction of Deficient Work in a Timely Manner: N/A
Save Data
Validate and Send to the Contractor (Receive a copy of the Contractor transmittal letter email)
View/Print the Evaluation
Return to the Main Menu
Elapsed time = 0:20 (Page times out after 20 minutes)

THE CLOCK IS TICKING!

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Helpful Hints

US Army Corps of Engineers®

Prior to Performance Period

- **Be Up Front**
  - Identify Expectations
  - Discuss Areas to be Evaluated
- **Provide Policy Guides to Contractors and Evaluators**
  - During Post-Award Conference
  - Prior to Annual Evaluation
- **Le[illegible]**

Don't wait until the Final evaluation to make your contractor aware of performance!

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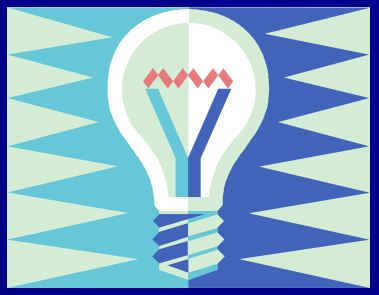
Helpful Hints

US Army Corps of Engineers®

During Performance Period



- **Communicate with Contractor**
  - Provide Feedback
- **Document Performance Regularly**
  - Status Reports
  - Earned Value Management Data
  - Program Reviews
  - Earned Contract Incentives
  - Inspection Logs
  - Contract Progress Report
  - Liquidated Damages Assessed

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Helpful Hints

US Army Corps of Engineers®

After Performance Period

- Provide Contractor Draft Assessment
- Contractor May Provide Self Assessment
- Take Time to Acknowledge Contractor Concerns
  - Face to Face Meetings
  - Extend 30 Day Comment Period if Necessary
- Document File if No Contractor Comments Received
  - Transmittal Letter Email
  - Phone Conversation
  - Efforts to Contact Contractor

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Helpful Hints

Characteristics of a Lose-Lose Evaluation

- Use as a “Big Stick”
- Solicit Out of Scope Work
- Establish a Negotiation Positio
- Rate Government Program Mana er
- “Nobody Grades as Hard as I Do
- Document Performance Outside of Contract

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Helpful Hints

US Army Corps of Engineers®

Characteristics of a Win-Win Evaluation

- Fair
- Relevant
- Comprehensive
- Repeatable Process
- Timely
- Accurate
- Consistent

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ACASS/CCASS Summary

US Army Corps of Engineers®

- Facilitates Communication / Cooperation Between Government and Industry
- Provides Past & Current Performance Information
  - Contains Ratings & Narrative by Government
  - Contains Narrative by Industry
- Motivates Improved Performance
- Used in Source Selection to Support Best Value Decisions
  - Information Retrieved from PPIRS

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US Army Corps of Engineers®

PPIRS

PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM

www.ppirs.gov

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PPIRS

US Army Corps of Engineers®

Federal Repository for Completed Evaluations

- Contractor Performance Assessment Reporting System (CPARS)
- Architect – Engineer Contract Administration Support System (ACASS)
- Construction Contractor Appraisal Support System (CCASS)
- Past Performance Information Management System (PPIMS)
- National Aeronautics and Space Administration (NASA) Past Performance Data Base (PPDB)
- National Institute of Health (NIH) Contractor Performance System (CPS)

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PPIRS

US Army Corps of Engineers®

Access

- **Government**
  - Go to www.ppirs.gov & Select “PPIRS-RC Logon”
  - Create an Account
  - Provide Justification for Access
  - Join Your “Group”

- **Contractor**
  - Controlled through Central Contractor Registration (CCR) Process
  - Identify a Marketing Partner Identification Number (MPIN)
    - Visit www.ccr.gov for More Information
  - DUNS and MPIN Become User ID and Password for PPIRS
  - View Completed Evaluations at www.ppirs.gov
    - Select “PPIRS-RC Logon”

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PPIRS

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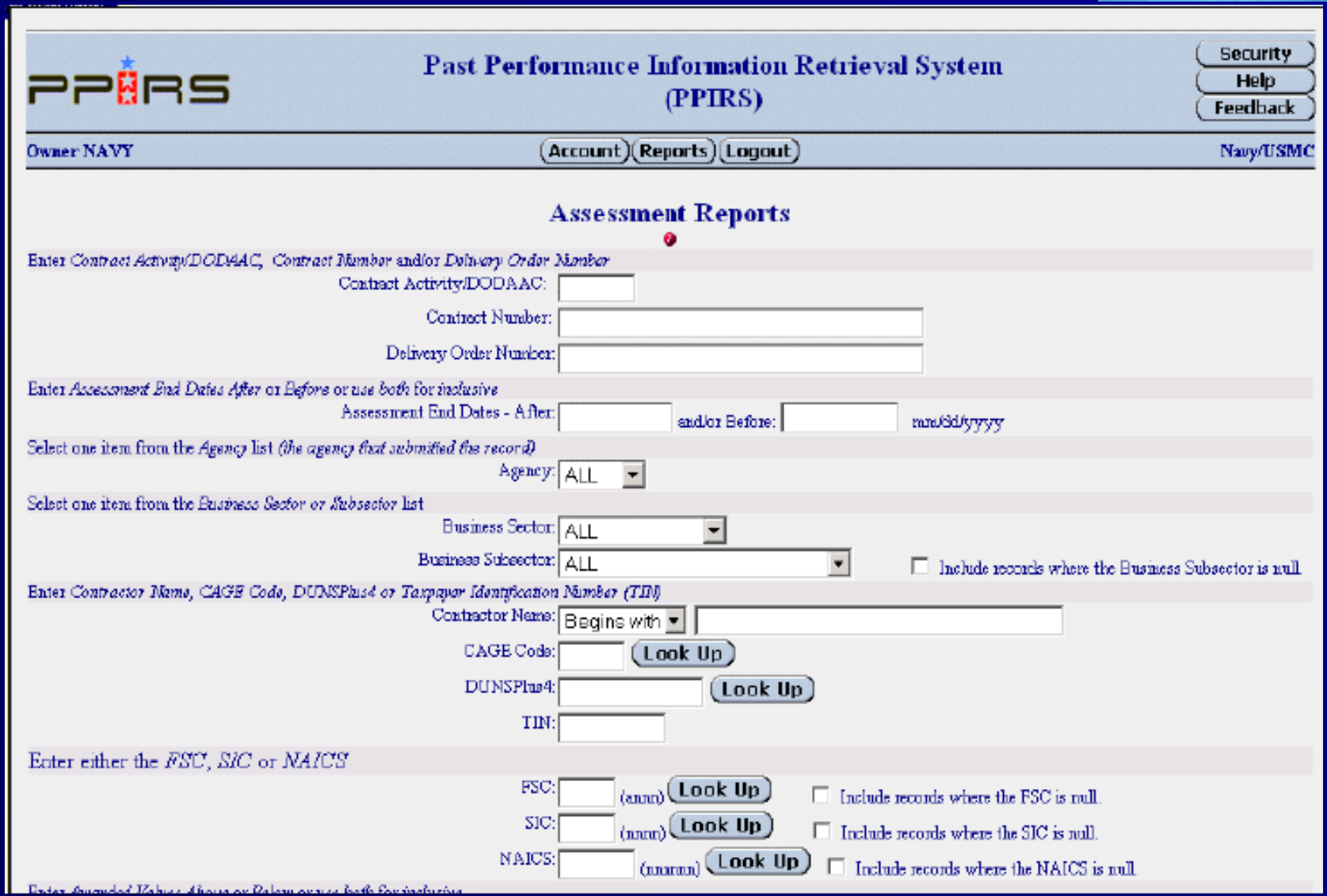
PPIRS
Past Performance Information Retrieval System (PPIRS)
Security
Help
Feedback
Owner NAVY
Account
Reports
Logout
Navy/USMC
Assessment Reports
Enter Contract Activity/DODAAC, Contract Number and/or Delivery Order Number
Contract Activity/DODAAC:
Contract Number:
Delivery Order Number:
Enter Assessment End Dates After or Before or use both for inclusive
Assessment End Dates - After:
and/or Before:
mm/dd/yyyy
Select one item from the Agency list (the agency that submitted the record)
Agency: ALL
Select one item from the Business Sector or Subsector list
Business Sector: ALL
Business Subsector: ALL
Include records where the Business Subsector is null
Enter Contractor Name, CAGE Code, DUNSPlus4 or Taxpayer Identification Number (TIN)
Contractor Name: Begins with
CAGE Code:
Look Up
DUNSPlus4:
Look Up
TIN:
Enter either the FSC, SIC or NAICS
FSC: (nnnn) Look Up
Include records where the FSC is null.
SIC: (nnnn) Look Up
Include records where the SIC is null.
NAICS: (nnnnnn) Look Up
Include records where the NAICS is null.

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PPI & Source Selections

US Army Corps of Engineers®

- **Solicitation Should Address**
  - Relevance (PPI for Similar Work)
  - Areas of Consideration (i.e., Technical, Management, Schedule, etc.)
  - Timeframe
  - Sources
  - Relative Importance

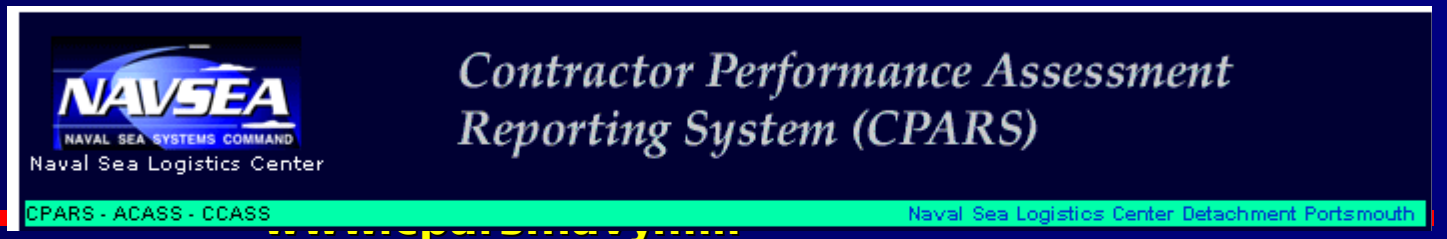
Golden Rule: Evaluate PPI IAW Solicitation!

- **PPIRS**
  - Contains Contractor Comments
    - No Need to Re-Address Adverse PPI
  - Rely if Believe PPI is Valid
  - Contractor Ensures Accuracy

Web Site Overview

- Go to http://www.cpars.navy.mil

- Click on “ACASS” or “CCASS”
  - Log Onto Production Application
  - Log Onto Practice System
  - Reference Material
    - Policy Guide (coming soon)
    - User Manual
  - Training Information
  - Frequently Asked Questions


Naval Sea Logistics Center
Contractor Performance Assessment Reporting System (CPARS)
CPARS - ACASS - CCASS
Naval Sea Logistics Center Detachment Portsmouth

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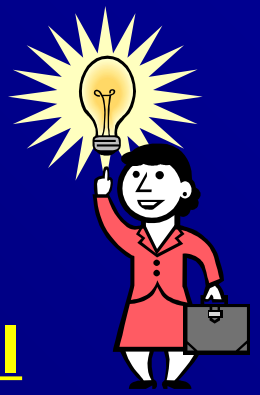
Naval Sea Logistics Center

Suggestions or Concerns?

US Army Corps of Engineers®

- Contact your CMB Representative
- “Feedback” in ACASS/CCASS
- Contact CENWP-CAIC@usace.army.mil
- Contact webptsmh@navy.mil
- Contact Marilyn, Ed or Doreen



All suggestions will be considered!

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Help Desk

US Army Corps of Engineers®

- **USACE Contractor Appraisal Information Center (CAIC)**
  - Overall Customer Support, Systems Policies and Password Resets
  - CENWP-CAIC@usace.army.mil
  - Tel. 503-808-4590
- **Naval Sea Logistics Center Portsmouth**
  - Connectivity, Technical Issues/Concerns
  - webptsmh@navy.mil
  - Tel. 603-431-9460, ext. 486

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Naval Sea Logistics Center

US Army Corps
of Engineers ®

THANK YOU

FOCAL POINT SESSION

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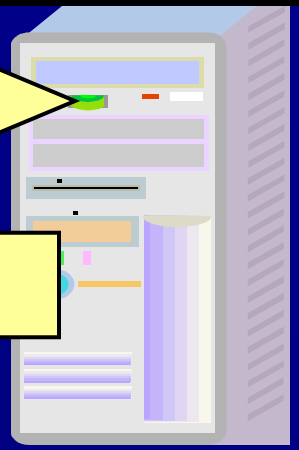
Naval Sea Logistics Center

US Army Corps of Engineers®

ACASS/
CCASS

Contract #/User/Access Level
Status Report Request

User ID/Temp Password
Evaluation Status



Focal Point

User Account Info
Process Monitoring
Policy Guidance
Training

Government Personnel

Contractor Representative

Senior Gov't Management

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Naval Sea Logistics Center

Functions

US Army Corps of Engineers®

- **Assign Users / Access Levels**
  - Determine Process Participants
  - Provide User IDs and Passwords
  - Reset Passwords
  - Transfer Access Levels
  - Delete Users
  - Monitor Process/Reports

Login to ACASS | Login to CCASS